

New Zealand Police Retention and Disposal Schedule Part Two: Non-Offence Records

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Class ID	Record class	Description and Examples of Records	Office	Agency Retention Period	Disposal action	Restrictions
<b>1.0.0</b>	<b>CLASS 1: ACCOUNTABILITY, GOVERNANCE AND STRATEGIC MANAGEMENT</b>					
<b>This class covers records not covered by the Archives New Zealand General Disposal Authorities relating to departmental accountability, governance and strategic management of Police. Note that other records relating to these activities are covered by Archives New Zealand General Disposal Authority 6.</b>						
<b>1.1.0</b>	<b>Commissioner of Police Records - records relating to papers created and received by the Commissioner of Police</b>					
1.1.1	<b>Advice to the Commissioner of Police</b>	Documented advice provided specifically to the Police Commissioner, covering topics ranging from policy advice, relationship management, organisational strategy, or a briefing on a particular event, person or issue	PNHQ	10 years after date last modified or date physical file closed	Transfer to Archives NZ	
1.1.2	<b>Strategic stakeholder relationship management</b>	Strategic stakeholder relationship management documenting the relationship management activities between the Police Commissioner and primary stakeholders of Police not covered already by another class relating to a function of Police. Records may include: - Memoranda of Understanding - Relationship management meeting records.	PNHQ	10 years after date last modified or date physical file closed	Transfer to Archives NZ	
1.1.3	<b>Commissioner of Police correspondence</b>	Communications from members of the public or other organisations where a response is required that is not a request for information. For example, correspondence from members of the public expressing their view of Policing or a particular piece of law enforcement policy.	PNHQ	1 year after date last modified or date physical file closed	Destroy	
1.1.4	<b>Administrative support to the Commissioner of Police</b>	Records documenting the administrative support to the Commissioner of Police Records include: - Diary Records - Itineraries - Copies of information supplied for reference purposes - Invitations - Congratulations and condolence messages.	PNHQ	1 year after date last modified or date physical file closed	Destroy	

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<b>1.2.0</b>	<b>Governance - records associated with formal groups and committees established to provide governance and leadership</b>					
1.2.1	<b>Internal Leadership and Governance Groups</b>	<p>Records of governance groups and committees established internally to provide leadership, guidance, decision-making and advice at a strategic level. For example:</p> <ul style="list-style-type: none"> <li>- Senior Leadership Team</li> <li>- Audit and Risk Committees</li> </ul> <p>Records may include:</p> <ul style="list-style-type: none"> <li>- Agendas</li> <li>- Minutes</li> <li>- Papers presented to the group/committee</li> </ul>	PNHQ	10 years after date last modified or date physical file closed	Transfer to Archives NZ	

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<b>2.0.0</b>	<b>CLASS 2: POLICY AND PROCEDURES</b>					
<b>This class covers records associated with the formulation of policy and procedures across all Police business units.</b>						
<b>2.1.0</b>	<b>Policy Advice - records documenting the formulation and delivery of policy advice</b>					
2.1.1	<b>Policy Advice - Police Lead</b>	Applies to all policy formulation in the area of Police's policy ambit. Includes discussion papers, policy papers, Cabinet briefings, meeting papers, briefing papers, projects on particular issues, terms of reference, results and reports from research, forecasting and modelling	PNHQ	20 years after date last modified or date physical file closed	Transfer to Archives NZ	
2.1.2	<b>Policy Advice - Led by other agencies</b>	Applies to all policy formulation where another agency is the lead agency and Police is simply commenting or participating.	PNHQ	20 years after date last modified or date physical file closed	Destroy	
<b>2.2.0</b>	<b>Liaison</b>					
2.2.1	<b>External Liaison</b>	Records documenting management of relationships and provision of advice to government agencies, steering committees, private sector and communities	PNHQ	20 years after date last modified or date physical file closed	Transfer to Archives NZ	
2.2.2	<b>Internal Liaison</b>	Records documenting provision of advice within Police including units of the Office of the Commissioner and District Offices	PNHQ	20 years after date last modified or date physical file closed	Transfer to Archives NZ	
<b>2.3.0</b>	<b>Police Instructions</b>					
2.3.1	<b>Administrative and operational policy, guidelines and instructions</b>	Records relating to all aspects of operational policies and procedures. This includes: <ul style="list-style-type: none"> <li>- Memoranda of Understanding</li> <li>- Agreements</li> <li>- Protocols</li> <li>- Service Level Agreements</li> <li>- General instructions</li> <li>- Commissioner's Circulars</li> <li>- Police Manual Chapters</li> <li>- Delegations</li> <li>- Local orders</li> </ul>	PNHQ	30 years from date issued	Destroy	

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<b>3.0.0</b>	<b>CLASS 3: RESEARCH AND EVALUATION</b>					
	<b>This class covers records associated with research and evaluation of Police strategies, policies and processes.</b>					
<b>3.1.0</b>	<b>Programme Management</b>					
3.1.1	<b>Evaluation Analysis and Reports</b>	Evaluation, correspondence, approvals, advisory committee minutes, correspondence, final report	PNHQ	10 years after date of last action	Transfer to Archives NZ	
3.1.2	<b>Working documents</b>	Raw data, drafts, contracts	PNHQ	10 years after date of last action	Destroy	
<b>3.2.0</b>	<b>Committees and Working Groups</b>					
3.2.1	<b>Committees and Working Groups administered and led by Police</b>	For example, - Agenda and Minutes - Reports - Terms of Reference - Appointment of Members	PNHQ	10 years after date of last action	Transfer to Archives NZ	
3.2.2	<b>Proposals and Evaluations - external and led by other agencies</b>	Proposals and Submissions from external groups and individuals	PNHQ	5 years after date of last action	Destroy	
3.2.3	<b>Proposals and Evaluations - internal</b>	Proposals and Submissions from in-House	PNHQ	10 years after date of last action	Transfer to Archives NZ	
3.2.4	<b>Committees and Working Groups administered and led by other agencies</b>	For example, Justice Sector Research Group	PNHQ	10 years after date of last action	Destroy	
<b>3.3.0</b>	<b>Surveys</b>					
3.3.1	<b>Methodology and Evaluation records for Public Satisfaction Surveys, including final report</b>	Records include: - Methodology - Evaluation - Reports to Executive - Final Report	DO, PNHQ	10 years after date of last action	Destroy	
3.3.2	<b>Detailed analysis and tailored reports</b>	Unpublished detailed analysis and tailored reports produced to examine specific aspects on public satisfaction	PNHQ	10 years after date of last action	Transfer to Archives NZ	
3.3.3	<b>Administrative records</b>	Records collected and created to support surveys. Records include; - Raw data - Draft reports - Contracts - Administrative correspondence	PNHQ	10 years after date of last action	Destroy	
<b>3.4.0</b>	<b>Liaison and Advice</b>					
3.4.1	<b>External Liaison</b>	Records documenting management of relationships and provision of advice to government agencies, private sector and communities	PNHQ	10 years after date of last action	Transfer to Archives NZ	
3.4.2	<b>Internal Advice</b>	Responses to general enquiries from within Police regarding previous research, advice on methodologies etc.	PNHQ	10 years after date of last action	Destroy	

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<b>4.0.0</b>	<b>CLASS 4: PROFESSIONAL CONDUCT</b>					
	<b>This class covers records associated with allegations against Police conduct and complaints</b>					
<b>4.1.0</b>						
4.1.1	<b>Police Conduct Allegations and Complaints</b>	Allegation and Complaints files (6A)	PNHQ	30 years after date of last action	Destroy	

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<b>5.0.0</b>	<b>CLASS 5: MAORI, PACIFIC AND ETHNIC SERVICES (MPES)</b>					
	<b>This class covers records associated with the provision of advice and services in relation to Maori, Pacific and ethnic issues</b>					
<b>5.1.0</b>						
5.1.1	<b>Policy, Planning and Evaluation</b>	Policy advice to Police regarding MPES issues e.g. recruitment, cultural considerations, issues specific to Maori, Pacific and Ethnic groups	PNHQ	10 years after date of last action	Transfer to Archives NZ	
5.1.2	<b>Operations</b>	Details on operations relating to significant events, for example Waitangi Day	PNHQ	10 years after date of last action	Transfer to Archives NZ	
5.1.3	<b>Strategic Frameworks - Final reports</b>	Final report of MPES strategic frameworks	PNHQ	10 years after date of last action	Transfer to Archives NZ	
5.1.4	<b>Strategic Frameworks - Working Papers</b>	Working papers, comments, drafts	PNHQ	10 years after date of last action	Destroy	
5.1.5	<b>Training</b>	Workshops and Presentations	PNHQ	10 years after date of last action	Transfer to Archives NZ	
5.1.6	<b>District Office Liaison</b>	Delivery of MPES at district level, e.g.. District Implementation Plans	District Offices	10 years after date of last action	Transfer to Archives NZ	

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<b>6.0.0</b>	<b>CLASS 6: HUMAN RESOURCES</b>					
<b>This class covers records associated with the management of human resource activities for Sworn Officers</b>						
<b>6.1.0</b>	<b>Personnel Files for Sworn Officers (Note for See GDA 6 for Personnel Files for Non Sworn staff)</b>					
6.1.1	<b>Personnel files of Senior Holders of Office</b>	For example: <ul style="list-style-type: none"> <li>- Commissioners</li> <li>- Deputy Commissioners</li> <li>- Assistant Commissioners</li> <li>- Superintendents</li> <li>- Chief Inspectors</li> <li>- Inspectors</li> <li>- Senior Sergeants</li> </ul>	PNHQ	10 years after date last modified or date physical file closed	Transfer to Archives NZ	
6.1.2	<b>Personnel files of Sworn Officers who received special honours for actions carried out in course of Police duties, for example, brave awards, services to Erebus disaster</b>	Sworn Officers personnel files	PNHQ	10 years after date last modified or date physical file closed	Transfer to Archives NZ	
6.1.3	<b>Sworn staff who received significant honours, achieved high distinction, etc.</b>	Personnel files of sworn staff who received significant awards or Honours, &/or achieved high distinction or fame, such as: <ul style="list-style-type: none"> <li>• National Honours, e.g. Order of New Zealand, Order of Merit</li> <li>• National/international academic awards, e.g. Honorary doctorates, academic medals, literary prizes</li> <li>• National/international sporting awards, e.g. Olympic medals, world titles</li> </ul>	PNHQ	10 years after date last modified or date physical file closed	Transfer to Archives NZ	
6.1.4	<b>Personnel files of sworn staff who in the course of their Police duties are killed or receive injuries that result in, permanent disability or serious injury</b>	<ul style="list-style-type: none"> <li>• Sworn Staff personnel files</li> </ul>	PNHQ	10 years after date last modified or date physical file closed	Transfer to Archives NZ	



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6.1.5	<b>Sworn Staff Dismissed for Serious Misconduct or Major Criminal Offences</b> This excludes personnel files for Commissioner, Deputy Commissioners, Assistant Commissioners, Superintendents, Inspectors and Senior Sergeants	Personnel files of sworn staff dismissed for serious misconduct or major criminal offences Note: Before implementing this Section, read the requirements of Class 6.1.7 Summaries of Employee Histories	PNHQ	10 years after date last modified or date physical file closed	Destroy	
6.1.6	<b>Other Sworn Staff Files</b>	Personnel files of all other staff not covered by Class 6.1.1 Personnel files of Senior Holders of Office	PNHQ	10 years after date last modified or date physical file closed	Destroy	
6.1.7	<b>Summaries of Employee Histories</b>	Summaries of personnel history from information systems documenting employee details. The following information should be retained: - Personal Record Summary (POL 203) - Notice of appointment and change of duties - Agreement of Employment - Application to join Police (POL 21) - Police Oath (POL 276)	PNHQ	10 years after date last modified or date physical file closed	Transfer to Archives NZ	

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<b>7.0.0</b>	<b>CLASS 7: PREVENTION</b> <b>Records of all activities associated with the development and delivery in the area of community safety and preventing crime.</b> <b>This includes</b> <ul style="list-style-type: none"> <li>• Alcohol</li> <li>• <b>Neighbourhood, School and Community Policing</b></li> <li>• <b>Social Sector Trials</b></li> <li>• <b>Mental Health Services</b></li> <li>• <b>Victim Support</b></li> <li>• <b>Violence Reduction</b></li> <li>• <b>Youth Services</b></li> </ul>					
<b>7.1.0</b>						
7.1.1	<b>Policy developed by Prevention Services already captured and summarised in class 2.2.0</b>	Drafts and working papers on all policy formulation in the area of community safety and preventing crime. Includes discussion papers, policy papers.  Note - the final versions of Policy Papers relating to prevention services will be retained under Class 2.1.1	PNHQ	10 years after date last modified or date physical file closed	Destroy	
7.1.2	<b>Policy - other agency lead</b>	Applies to all policy formulation where another agency is the lead agency and Police is commenting or participating.	PNHQ	10 years after date last modified or date physical file closed	Destroy	
7.1.3	<b>External Liaison</b>	Managing relationships and providing advice to government agencies, private sector and communities	PNHQ	10 years after date last modified or date physical file closed	Transfer to Archives NZ	
7.1.4	<b>Internal Liaison</b>	Providing advice within Police including units in Police National Headquarters and District Offices	PNHQ	10 years after date last modified or date physical file closed	Transfer to Archives NZ	
7.1.5	<b>Training</b>	Curriculum development, internal and external presentations	PNHQ	10 years after date of last action	Transfer to Archives NZ	

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<b>8.0.0 CLASS 8: RESPONSE</b>						
<b>Records of all activities associated with response services conducted by Police</b>						
<b>8.1.0 Border Security</b>						
8.1.1	<b>Working Groups - Police lead</b>	Includes discussion papers, policy papers, Cabinet briefings, meeting papers, briefing papers, projects on particular issues, results and reports from research, forecasting and modelling.	PNHQ	10 years after date of last action	Transfer to Archives NZ	
8.1.2	<b>Working Groups- other agency lead</b>	Applies to all working groups where another agency is the lead agency and Police is simply commenting or participating	PNHQ	10 years after date of last action	Destroy	
8.1.3	<b>Capability Building Exercises Specific Events</b>	Exercises developed to address specific needs for large scale events, for example Rugby World Cup, Cricket World Cup	PNHQ	10 years after date of last action	Destroy	
8.1.4	<b>Offence records held by individual Airport Police Offices</b>	Intelligence reports, orders for deportation	Airport Offices	10 years after date of last action	Destroy	
8.1.5	<b>Non-offence records held by Individual Airport Police Offices</b>	Operations reports for local activities, for example demonstrations, copies of briefing papers for exercises etc.	Airport Offices	5 years after date of last action	Destroy	
<b>8.2.0 Communications Centres</b>						
8.2.1	<b>Quality Assurance and Standards</b>	Records associated with the development of quality assurance frameworks and standards	PNHQ	5 years after date of last action or date modified	Destroy	
8.2.2	<b>Operational Policy</b>	Records associated with the development of operational policy associated with communication centre services and processes	PNHQ	5 years after date of last action or date modified	Destroy	
8.2.3	<b>Reporting and Statistics</b>	Reports and statistics compiled in relation to Communication Centre activities, for example: - National Managers Reports - Weekly reports - Call response statistics - Event chronologies	PNHQ	2 years after date of last action or date modified	Destroy	
8.2.4	<b>Call Recordings</b>	Recording of all calls received and made by Communications Centres	Communication Centres	7 years after date of last action or date modified	Destroy	
<b>8.3.0 Counter Terrorism</b>						
8.3.1	<b>Counter terrorism exercises and response planning</b>	Training Exercises Manuals	PNHQ	10 years after date of last action	Transfer to Archives NZ	
8.3.2	<b>Statements of Case to designate Terrorist Entities</b>	Statements of Case	PNHQ	10 years after date of last action	Destroy	
8.3.3	<b>Working papers relating to Statements of Case</b>	Working papers relating to Statements of Case	PNHQ	10 years after date of last action	Destroy	

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<b>8.4.0</b>	<b>Departmental Security</b>					
8.4.1	<b>Policies and Procedures</b>	Policies and procedures for security for New Zealand Police	PNHQ	10 years after date of last action	Transfer to Archives NZ	
8.4.2	<b>Security Alert Status Levels</b>	Security Alert Status Levels used at Police, guiding protective measures when specific information regarding a threat is received	PNHQ	10 years after date of last action	Transfer to Archives NZ	
8.4.3	<b>Administration</b>	Administration of security including Police ID cards and security vetting	PNHQ	7 years after date of last action	Destroy	
<b>8.5.0</b>	<b>National Bomb Data Centre</b>					
8.5.1	<b>Research and advice</b>	Case studies, advisory publications and external liaison	PNHQ	10 years after date of last action	Transfer to Archives NZ	
8.5.2	<b>Working Material</b>	Resource library material, raw data, requests for equipment	PNHQ	10 years after date of last action	Destroy	
<b>8.6.0</b>	<b>Search and Rescue</b>					
8.6.1	<b>Class One and Two Searches</b>	Communications, reports, debriefs on Class I, II and III search and rescues	DO, PNHQ	10 years after date of last action	Destroy	
8.6.2	<b>Search resulting in an enquiry</b>	Search and Rescue (SAR) operations that result in an enquiry	PNHQ	10 years after date of last action	Transfer to Archives NZ	
8.6.3	<b>Suspended searches</b>	Searches suspended as individual not found	PNHQ	Retain until missing person file is closed	Destroy	
8.6.4	<b>Analysis and reports</b>	Final reports	PNHQ	10 years after date of last action	Transfer to Archives NZ	
8.6.5	<b>Statistics and data</b>	Statistics and data gathered for development of reports	DO, PNHQ	10 years after date of last action	Destroy	
<b>8.7.0</b>	<b>Specialist Searches</b>					
8.7.1	<b>Policies, Procedures and Protocols</b>	Records relating to the formation of policies, procedures and protocols for specialist searches	PNHQ	10 years after date of last action	Transfer to Archives NZ	
8.7.2	<b>Training and Analysis</b>	Training materials and manuals, analysis of exercises	PNHQ	10 years after date of last action	Transfer to Archives NZ	
8.7.3	<b>Administration</b>	Administration related to training and exercises, for example routine planning, timetabling and travel arrangements	PNHQ	10 years after date of last action	Destroy	

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<b>8.8.0</b>	<b>Staff Uniforms and Equipment</b>					
8.8.1	<b>Policy development and decisions</b>	Records relating to the formulation of policy on type and use of uniforms and equipment e.g. Operational Advisory Committee agenda and minutes	PNHQ	10 years after date of last action	Transfer to Archives NZ	
8.8.2	<b>Final Reports and Evaluation</b>	Final Reports and evaluations for staff equipment and uniforms	PNHQ	10 years after date of last action	Transfer to Archives NZ	
8.8.3	<b>Working material and data</b>	Evaluation material and data gathered as part of the evaluation and research process, e.g. results from trials, surveys	PNHQ	10 years after date of last action	Destroy	
8.8.4	<b>Acquisition, use and supply of lethal equipment</b>	Police pistols, Armed Offenders Squad (AOS) equipment	PNHQ	10 years after date of last action	Transfer to Archives NZ	
8.8.5	<b>Routine documentation on office equipment, uniforms and non-lethal operational equipment</b>	Deployments, safety standards, tenders, disposal	PNHQ	7 years after date of last action	Destroy	

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<b>9.0.0</b>	<b>CLASS 9: INVESTIGATION</b>					
	<b>Records of all activities associated with investigative services undertaken by Police.</b>					
<b>9.1.0</b>	<b>Arms Control</b>					
9.1.1	<b>Individual firearms licences</b>	Files on individual licence holders. Includes applications and permits	DO	10 years after the death of the licence holder	Destroy	
9.1.2	<b>Policy re Firearms Licensing administration</b>	Policy on firearms importation and firearms licensing	PNHQ	10 years after date of last action	Transfer to Archives NZ	
9.1.3	<b>Policy and decisions on use of ammunition, police issue firearms and lethal weapons</b>	Police Pistols, Armed Offenders Equipment	PNHQ	10 years after date of last action	Transfer to Archives NZ	
9.1.4	<b>Arms Act Search Warrants Reports</b>	Statutory reports from district offices to the Police Commissioner on search warrants issued under the Arms Act 1983	DO, PNHQ	10 years after date of last action	Destroy	
9.1.5	<b>Armed Offenders Squad Incidents</b>	Summary reports of Armed Offenders Squad Incidents from District Offices	DO, PNHQ	10 years after date of last action	Destroy	
9.1.6	<b>Advice re firearms</b>	Advice to pistol clubs and other individuals/organisations outside of the Police force regarding firearms safety.	PNHQ	5 years after date of last action	Destroy	
9.1.7	<b>Training Assistance for Firearms</b>	Requests for assistance in gun safety training	DO, PNHQ	5 years after date of last action	Destroy	

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<b>9.2.0</b>	<b>Criminal Intelligence</b>					
9.2.1	<b>Criminal Intelligence Reports</b>	Reports, investigations, assessments, briefings and profiles	PNHQ	10 years after date last modified or date physical file closed	Transfer to Archives NZ	
9.2.2	<b>Raw Data Gathered for Criminal Intelligence</b>	Raw data used to compile reports and assessments	DO, PNHQ	5 years after date last modified or date physical file closed	Destroy	
9.2.3	<b>District Intelligence</b>	District Intelligence	DO	10 years after date last modified or date physical file closed	Destroy	
<b>9.3.0</b>	<b>Forensic Evidence Fingerprints</b>					
9.3.1	<b>Criminal Investigation Fingerprints - Person convicted</b>	Fingerprints Sets and Photographs taken at Watch House at time of arrest - People convicted	DO, PNHQ	80 years after date of birth	Destroy	
9.3.2	<b>Criminal Investigation Fingerprints - Person not convicted</b>	Fingerprints Sets and Photographs - Persons not convicted	DO, PNHQ	Within 1 month after the conclusion of the proceedings or the expiry of any appeal period	Destroy	
9.3.3	<b>Criminal Investigation Fingerprints - Person not charged</b>	Persons not charged - Fingerprints taken of persons who have been processed as offenders and are not charged with a relevant offence within 6 months	DO, PNHQ	6 months after the taking of fingerprints	Destroy	
9.3.4	<b>Criminal Investigation Fingerprints - Unsuitable prints</b>	Unsuitable prints from Crime Scene - prints with insufficient detail to warrant any further work	DO, PNHQ	12 months after date of collection	Destroy	
9.3.5	<b>Criminal Investigation Fingerprints - Latent prints unmatched</b>	Latent Fingerprints discovered at scenes of crime and not matched with existing fingerprints held at the Fingerprints Branch	DO, PNHQ	8 years from date of collection	Destroy	
9.3.6	<b>Fingerprints Taken for Non Criminal Purposes - Successful Police applicants</b>	Fingerprints taken in relation to applications for successful Police applicants	PNHQ	When individual leaves Police	Destroy	
9.3.7	<b>Fingerprints Taken for Non Criminal Purposes - Unsuccessful Police applicants</b>	Fingerprints taken in relation to applications for unsuccessful Police applicants	DO, PNHQ	1 month after applicant notified of application declined	Destroy	
9.3.8	<b>Fingerprints Taken for Non Criminal Purposes - Elimination prints</b>	Elimination Prints - Fingerprints taken at scene of crime	DO, PNHQ	Once prints are checked against crime scene prints	Destroy	
9.3.9	<b>Trace Files</b>	Validation and noting of alias	PNHQ	10 years after date of last action	Destroy	

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9.3.10	<b>Voluntary fingerprint records of children/young persons - Paper</b>	Paper records of voluntary fingerprints of children/young persons	DO, PNHQ	Once no longer administratively required	Destroy	
9.3.11	<b>Voluntary fingerprint records of children/young persons - Digital</b>	Electronic records of voluntary fingerprints of children/young persons	DO, PNHQ	Once no longer administratively required	Destroy	
9.3.12	<b>DNA Criminal Investigations(Bodily Samples) Act sample records (includes all donor DNA sample categories under the CIBS Act)</b>	Hard copy records of collecting a DNA sample, 5N file	DO, PNHQ	Once no longer administratively required	Destroy	



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9.3.13	<b>Identified missing person DNA elimination sample records (from relatives of Missing Persons)</b>	Hard copy records of collecting a DNA sample, 5N file, missing person identified	PNHQ	10 years after individual is found	Destroy	
9.3.14	<b>Unfound and unidentified missing person DNA elimination sample records (from relatives of Missing Persons)</b>	Hard copy records of collecting a DNA sample, 5N file, missing person not yet found and identified	PNHQ	100 years from creation of missing person file or if individual is found sooner, then 10 years after individual is found	Destroy	
9.3.15	<b>DNA elimination sample records (from victims, family members, associates)</b>	Hard copy records of collecting a DNA sample, 5N file - related to category 2, 3, and 4 offence files being retained	PNHQ	Retention period to reflect the retention period for the offence for which the sample was taken	Transfer to Archives NZ	
9.3.16	<b>DNA elimination sample records (from victims, family members, associates)</b>	Hard copy records of collecting a DNA sample, 5N file - related to category 1, 2, and 3 offence files being destroyed	PNHQ	Retention period to reflect the retention period for the offence for which the sample was taken	Destroy	
9.3.17	<b>DNA elimination sample records (from relatives in Disaster Victim Identification)</b>	Hard copy records of collecting a DNA sample, 5N file	DO, PNHQ	2 years after individual is identified	Destroy	
9.3.18	<b>Criminal Investigation Elimination DNA Sample (case only category)</b>	Hard copy records of collecting a DNA sample	DO, PNHQ	Retention period to reflect the retention period for the offence for which the sample was taken	Destroy	
9.3.19	<b>Criminal Investigation Elimination DNA Sample (Criminal Investigation Elimination database only)</b>	Hard copy records of collecting a DNA sample	DO, PNHQ	Once donor has left Police or has sooner requested removal	Destroy	
<b>9.4.0</b>	<b>Photographs and Digital Images</b>					
9.4.1	<b>District Office Photographic Job Books (Registers) and Indexes</b>		DO, PNHQ	10 years from the date of last entry	Transfer to Archives NZ	
9.4.2	<b>Staff and related negatives/images</b>	Training/course groups, conferences, portraits, overseas police visitors, sports groups, socials, police house, plans and construction, medals, crests, badges, emblems	DO, PNHQ	10 years from creation of image	Transfer to Archives NZ	

New Zealand Police Retention and Disposal Schedule Part Two: Non-Offence Records

Class ID	Record class	Description and Examples of Records	Office	Agency Retention Period	Disposal action	Restrictions
9.4.3	<b>Police Celebrations, Events and Specialist Equipment Negatives/Images</b>	Public events, publicity material relating to policing, station openings, equipment such as fingerprint charts, cars and radio installations	DO, PNHQ	10 years from creation of image	Transfer to Archives NZ	
9.4.4	<b>Public Events Negatives/Images</b>	Demonstrations, royal tours, visiting dignitaries and similar high profile public events	DO, PNHQ	10 years from creation of image	Transfer to Archives NZ	
9.4.5	<b>Notable Criminal Cases and Investigations Negatives/Images</b>	Notable criminal cases that heralded major changes in police procedure and techniques, and/or generated a lot of public interest, e.g. Rainbow Warrior, Arthur Allan Thomas case, including murder and unnatural deaths. Negatives/Images consist of images of exhibits, accused, prisoners, fire/accident scenes, investigative work (crime scenes) and terrorist groups	DO, PNHQ	10 years from creation of image	Transfer to Archives NZ	
9.4.6	<b>Routine Administrative Records</b>	Includes forms and a variety of documents such as drivers licences, constable ID, arms certificates, publicity material	DO, PNHQ	Until no longer administratively required	Destroy	
9.4.7	<b>Routine Criminal Cases and Investigations (that is those negatives relating to criminal cases and investigations not identified for retention)</b>	Consists of routine images of exhibits, fingerprints, accused (e.g. rape, ship deserters, aliens, murder) prisoners, suspects, fire and accident scenes and other investigative work (crime scenes)	DO, PNHQ	Until no longer administratively required	Destroy	
9.4.8	<b>Published and duplicate material</b>	Photographic copies of maps, magazine articles, overseas information, training manuals, overseas police stations.	DO, PNHQ	Until no longer administratively required	Destroy	
9.4.9	<b>Negatives/Images with no Job Books or Indexes</b>		DO, PNHQ	Until no longer administratively required	Destroy	
9.4.10	<b>Negatives/Images whose condition has deteriorated</b>	Physical condition has deteriorated to such an extent that negatives/images cannot be reasonably salvaged and are therefore inaccessible	DO, PNHQ	Until no longer administratively required	Destroy	
9.4.11	<b>Negatives/Images relating to unsolved crime</b>		DO, PNHQ	Until no longer administratively required	Destroy	
<b>9.5.0</b>	<b>Interpol</b>					
9.5.1	<b>Liaison</b>	Records of Interpol's interaction with Government and non government agencies	PNHQ	10 years after date last modified or date physical file closed	Transfer to Archives NZ	
9.5.2	<b>Extradition files</b>	Records detailing extradition to and from New Zealand	PNHQ	10 years after date last modified or date physical file closed	Transfer to Archives NZ	
9.5.3	<b>Red Notices</b>	Red notices issued by Interpol member countries	PNHQ	Until notice is no longer valid	Destroy	

New Zealand Police Retention and Disposal Schedule Part Two: Non-Offence Records

Class ID	Record class	Description and Examples of Records	Office	Agency Retention Period	Disposal action	Restrictions
9.5.4	<b>Information Requests</b>	General enquiries, requests to check on individuals etc.	PNHQ	Until no longer administratively required	Destroy	
9.5.5	<b>Border Alerts Under the Hague Convention</b>	Border alerts relating to children under the age of 16	PNHQ	Retain until the order is discharged from the Court or once the child turns 16	Destroy	
9.5.6	<b>Border Alerts</b>	Border alerts for individuals over the age of 16	PNHQ	Retain until the reminder notice has expired	Destroy	

New Zealand Police Retention and Disposal Schedule Part Two: Non-Offence Records

Class ID	Record class	Description and Examples of Records	Office	Agency Retention Period	Disposal action	Restrictions
9.5.7	<b>Mutual Assistance Requests</b>	Request for coercive power to be exercised in another country	PNHQ	7 years after date last modified or date physical file closed	Destroy	
<b>9.6.0</b>	<b>Missing Persons</b>					
9.6.1	<b>Missing Persons - not located</b>	Files of individuals reported missing and not found	PNHQ	100 years from creation of missing person file or if individual is found sooner, then 10 years after individual is found	Destroy	
9.6.2	<b>Missing Persons - found</b>	Files of persons reported missing but found	PNHQ	10 years after individual is found	Destroy	
<b>9.7.0</b>	<b>Vetting and Validation</b>					
9.7.1	<b>Requests for Vetting</b>	Application forms, comments from Officers	DO, PNHQ	5 years after date of last action	Destroy	
9.7.2	<b>Approved Organisations</b>	Approvals	PNHQ	Once organisation no longer exists	Destroy	
9.7.3	<b>Non Disclosure Statements</b>	Note - these were formerly known as Red Stamp forms	PNHQ	Once individual is deceased	Destroy	
9.7.4	<b>Identity Management</b>	Request forms	DO, PNHQ	6 months after information has been entered into NIA	Destroy	
9.7.5	<b>Requests for Information on criminal convictions</b>	Requests from individuals and organisation on information held on NIA and response	PNHQ	3 years after date of last action	Destroy	
9.7.6	<b>Victim Notification Register</b>	Register of victims and notifications sent	PNHQ	2 years after the notification has been made	Destroy	
9.7.7	<b>Police Gazettes</b>	Working set of Police Gazette	PNHQ	10 years after date of last action	Transfer to Archives NZ	
9.7.8	<b>Deaths Attended by Police</b>	Notification Forms	DO, PNHQ	6 months after information has been entered into NIA	Destroy	

New Zealand Police Retention and Disposal Schedule Part Two: Non-Offence Records

Class ID	Record class	Description and Examples of Records	Office	Agency Retention Period	Disposal action	Restrictions
<b>10.0.0</b>	<b>CLASS 10: ROAD POLICING</b>					
<b>10.1.0</b>	<b>Strategic Development and Planning</b>					
10.1.1	<b>Strategic Planning - NZTA Lead</b>	Records associated with the strategic development and planning for road policing, for example: Road Policing Plan Memorandum of Understanding	PNHQ	10 years after date of last action	Destroy	
10.1.2	<b>Planning and Reporting - NZTA Lead</b>	District Plans, reports to PNHQ	DO	5 years after date of last action	Destroy	
10.1.3	<b>Research and Evaluation - Police Lead</b>	Methodologies, evaluations, final reports	PNHQ	10 years after date of last action	Transfer to Archives NZ	
10.1.4	<b>Operations Reports - Police Lead</b>	Final papers and project reports on implications of policy and legislative requirements in relation to road policing	PNHQ	10 years after date of last action	Transfer to Archives NZ	
<b>10.2.0</b>	<b>Standards and Training</b>					
10.2.1	<b>Standards and Training</b>	Training, best practice, equipment evaluation	PNHQ	10 years after date of last action	Transfer to Archives NZ	
<b>10.3.0</b>	<b>Commercial Vehicle Investigations</b>					
10.3.1	<b>Policy Formation - Police Lead</b>	Policy formation by Police on issues relating to Commercial Vehicle Investigations issues e.g. passenger safety, vehicle fitness, vehicle and load dimensions etc.	PNHQ	10 years after date of last action	Transfer to Archives NZ	
10.3.2	<b>Policy Formation - Other Agency Lead</b>	Policy formulation where another agency is the lead agency and Police is simply commenting or participating.	DO, PNHQ	10 years after date of last action	Destroy	
10.3.3	<b>Inspection Forms</b>	Vehicle Safety Inspection forms	DO	2 years after date of last action	Destroy	
10.3.4	<b>Notices</b>	Vehicle Out of Service notice and Unsafe Vehicle notice	DO	5 years after date of last action	Destroy	
10.3.5	<b>Investigations</b>	Investigations of serious crashes involving commercial vehicles e.g. Crash Reports and Summaries	DO, PNHQ	2 years after date of last action	Destroy	

New Zealand Police Retention and Disposal Schedule Part Two: Non-Offence Records

Class ID	Record class	Description and Examples of Records	Office	Agency Retention Period	Disposal action	Restrictions
<b>10.4.0</b>	<b>Calibrations</b>					
10.4.1	<b>Technical Reports</b>	Studies, reports etc. generated by Police on specific equipment	PNHQ	10 years after date of last action	Transfer to Archives NZ	
10.4.2	<b>Certificates of Accuracy</b>	For example, Mobile Cameras, District Stalkers, Speedo Certificates, Camera sites, Scales, Weigh Stations and Portables, Laser Guns	DO, PNHQ	20 years after date of last action	Destroy	
10.4.3	<b>Evidential Alcohol Certificates</b>	Evidential Alcohol Certificates - Original certificate (OoC) and copies of certificates (DO)	DO, PNHQ	20 years after date of last action	Destroy	
10.4.4	<b>Certificates of Competency</b>	Certificates of Competency for Radar and Laser - Original certificate (OoC) and copies of form request (DO)	DO, PNHQ	5 years after date of last action	Destroy	
10.4.5	<b>Business Service Agreements</b>	Agreement between head office and district offices on use of equipment	DO, PNHQ	5 years after date of last action	Destroy	
10.4.6	<b>Manuals and Equipment Reports</b>	ISO standard manual, Reports on Equipment by Measurement Standards Laboratory	PNHQ	20 years after date of last action	Destroy	
<b>10.5.0</b>	<b>Infringement Notices</b>					
10.5.1	<b>Infringement Notices - Hard Copy</b>	<ul style="list-style-type: none"> <li>- Parking Infringement Notice (PION) Originals</li> <li>- Heavy Vehicle Infringement Notice (HION)</li> <li>- Infringement Offence Notice (ION) Originals</li> <li>- Copies of Traffic Offence notices (TON)</li> <li>- Correspondence and attachments for Infringement Offence Notices</li> </ul>	PIB	6 months after scanning complete	Destroy	
10.5.2	<b>Infringement Notices - Born Digital or Digitised Copy</b>	Born digital Infringement notices and correspondence Images of Infringement notices and correspondence	PIB	7 years after date of last action	Destroy	

New Zealand Police Retention and Disposal Schedule Part Two: Non-Offence Records

Class ID	Record class	Description and Examples of Records	Office	Agency Retention Period	Disposal action	Restrictions
<b>10.6.0</b>	<b>Film, Digital and Voice Recordings</b>					
10.6.1	<b>Traffic Safety Camera Film and Data Discs</b>	Traffic (Speed) Camera Data Discs and Camera Film	PIB	7 years after last information entry date	Destroy	
10.6.2	<b>Traffic Safety Electronic Images</b>	Electronic images and data sent over network	PIB	7 years from last information entry date	Destroy	
10.6.3	<b>Returned Infringement Notices</b>	Traffic (Speed) Camera Infringement Notices (returned as gone no address)	PIB	6 months after date received by Police	Destroy	
10.6.4	<b>Red Light Camera Digital Images</b>	Electronic images and data sent over network	PIB	7 years from last information entry date	Destroy	
10.6.5	<b>Call centre voice recordings</b>	RED BOX electronic voice recordings/phone conversations.	PIB	6 months from date of recording	Destroy	
<b>10.7.0</b>	<b>Payments</b>					
10.7.1	<b>Remittance Advice slips</b>	Remittance advice portion of infringement notice. Originals.	PIB	Destroy upon receiving	Destroy	
10.7.2	<b>Payments and Financial Transactions</b>	Records of financial transactions and payments. Examples include: Banking records Refund records Images of cheques Images of paid remittance advice	PIB	7 years from last information entry date	Destroy	
10.7.3	<b>Correspondence</b>	Letters of explanation for infringements not identified.	PIB	6 months from date received	Destroy	
10.7.4	<b>Correspondence general enquiries/complaints</b>	Agency responses to correspondence, documentation supplied.	PIB	7 years from last information entry date	Destroy	

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Class ID	Record class	Description and Examples of Records	Office	Agency Retention Period	Disposal action	Restrictions
<b>11.0.0</b>	<b>CLASS 11: POLICE DOGS</b>					
<b>11.1.0</b>						
11.1.0	<b>Files on dog handlers</b>	Personnel records for dog handlers, including information on training received, course training reports and dog allocation	DO	7 years after date of last action	Destroy	
11.1.1	<b>Files on individual dogs</b>	Training records, health record, certificate of bravery, examinations etc.	DO	6 months after dog is retired	Destroy	
11.1.2	<b>Returns and Statistics - Jobs attended</b>	Monthly returns and statistics	DO	6 months after date of last action	Destroy	
11.1.3	<b>Use of force</b>	Reports on when force has been used by a dog	DO	10 years after date of last action	Destroy	
11.1.4	<b>Drug register</b>	Register of drugs used for on-going dog training	DO	10 years after date of last action	Destroy	
11.1.5	<b>Development Reports of Individual Puppies</b>	Report on development of individual puppies	DO	6 months after date of last action	Destroy	



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Class ID	Record class	Description and Examples of Records	Office	Agency Retention Period	Disposal action	Restrictions
<b>12.0.0</b>	<b>CLASS 12 STATION RECORDS</b>					
<b>12.1.0</b>						
12.1.1	<b>Recording of incidents, calls, complaints and activities carried out by Police in individual stations</b>	Examples include: <ul style="list-style-type: none"> <li>- Occurrences</li> <li>- Summons</li> <li>- Warrants book</li> <li>- Surveillance Logs</li> <li>- Use of force reports</li> <li>- Weekly intelligence reports</li> <li>- Exhibit forms</li> <li>- Drug Exhibit Forms</li> <li>- Charge Sheets</li> </ul>	All stations	10 years after date of last action	Destroy	
12.1.2	<b>Operational Orders, Forms and Tasks</b>	Examples include: <ul style="list-style-type: none"> <li>- Orders for specific events or operation</li> <li>- Internal control records</li> <li>- Indemnity forms, e.g. Deed of Observers forms for volunteers</li> <li>- Lost and Found Property, including reports on property found and handed in at Police stations, record and register of lost or stolen property, Auction lists</li> <li>- Bail reporting</li> <li>- Custody forms</li> </ul>	All stations	2 years after date of last action	Destroy	
12.1.3	<b>Procedures and Contracts for Third Parties</b>	Bloods, Body Removals, ESR	All stations	10 years after date of last action	Destroy	
12.1.4	<b>Watch House Charge Book (Register of Prisoners)</b>	Records movements of prisoners placed in cell at a watch house; remand or appearance in Court; type of bail etc.	All stations	10 years after date of last action	Destroy	
12.1.5	<b>Prisoners Visits Register</b>	Register of visits to prisoner	All stations	7 years after date of last action	Destroy	
12.1.6	<b>Remand Prisoners</b>	Files on prisoners ordered to held by the court	All stations	5 years after date of last action	Destroy	
12.1.7	<b>Wharf Police - significant events</b>	Policing of significant events, for example Americas Cup	All stations	10 years after date of last action	Transfer to Archives NZ	
12.1.8	<b>Wharf Police - Maintenance</b>	Maintenance records for boats	All stations	Once no longer administratively required	Destroy	
12.1.9	<b>Tasks</b>	Preventative and service duties	DO, PNHQ	Once no longer administratively required	Destroy	

New Zealand Police Retention and Disposal Schedule Part Two: Non-Offence Records

Class ID	Record class	Description and Examples of Records	Office	Agency Retention Period	Disposal action	Restrictions
<b>13.0.0</b>	<b>CLASS 13: POLICE NOTEBOOKS</b>					
<b>13.1.0</b>						
13.1.1	Individual Notebooks	Notebook recording daily activities		2 years after notebook is completed	Destroy	

New Zealand Police Retention and Disposal Schedule Part Two: Non-Offence Records

Class ID	Record class	Description and Examples of Records	Office	Agency Retention Period	Disposal action	Restrictions
<b>14.0.0 CLASS 14: TRAINING SERVICE CENTRE</b>						
<b>14.1.0</b>						
14.1.1	<b>Governance and Management</b>	Terms of Reference, Minutes, Action Plans, strategic development and planning, memorandum of understanding with other institutions, policy development, business plans, protocols, performance reviews and reports, risk management plans and strategies	TSC	10 years after date of last action	Transfer to Archives NZ	
14.1.2	<b>Physical and Learning Resources</b>	OSH issues, list of approved equipment, standards for equipment	TSC	10 years after date of last action	Destroy	
14.1.3	<b>Training Development</b>	Training plans and projects, training material, evaluations, research papers, training publications	TSC	10 years after date of last action	Transfer to Archives NZ	
14.1.4	<b>Training Delivery</b>	Resources for each lesson, lesson plan and notes, training packages, handouts, books and pre course reading	TSC	10 years after date of last action	Destroy	
14.1.5	<b>Review and Evaluation– Review reports and course evaluation reviews and reports</b>	Review reports, course evaluation review and reports	TSC	10 years after date of last action	Transfer to Archives NZ	
14.1.6	<b>Review and Evaluation– Surveys (e.g. post course assessment, satisfaction surveys, evaluation of external providers)</b>	Post course assessments, trainees and staff satisfaction surveys, evaluation of external providers	TSC	10 years after date of last action	Destroy	
14.1.7	<b>Learner Information, Entry and Support</b>	Call for nominations, nominations, pre course requirements, administration instructions	TSC	10 years after date of last action	Destroy	
14.1.8	<b>Assessment of Learners</b>	Exam papers, assessment papers, marking sheets, exam results, re-assessment appeals, end of course report	TSC	10 years after date of last action	Destroy	
14.1.9	<b>Moderation of Assessment</b>	Moderators Training Assessment practices, compliance with external moderation requirements	TSC	20 years after date of last action	Destroy	
14.1.10	<b>Notification of and Reporting on Learner Achievement</b>	Reports, records of learning	DO, PNHQ	10 years after date of last action	Destroy	

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Class ID	Record class	Description and Examples of Records	Office	Agency Retention Period	Disposal action	Restrictions
<b>15.0.0</b>	<b>CLASS 15: INFORMAL COMMUNICATIONS</b>					
15.1.1	<b>Social Media Communications (Internal and External)</b>	Routine and informal external and internal communication records that are published on authorised social media sites	DO,PNHQ	Once no longer administratively required	Destroy	
15.1.2	<b>Intranet - Minor Communications</b>	Informal communications, including staff forums, announcements and calendar of events	DO, PNHQ	Once no longer administratively required	Destroy	